

**Rikkyo University International Academic Research Exchange**  
**2021 Academic Year “Invited Visiting Scholar Program” Guidelines for Applicants**

July 6, 2020  
Research Initiative Center

Rikkyo University invites researchers and specialists from overseas for the purpose of enhancing Rikkyo’s academic research and educational standards, as well as furthering international academic cooperation.

**1. Eligible Fields**

Fields in the Humanities, Social Sciences, or Natural Sciences found acceptable by Rikkyo University

**2. Eligible Candidates**

Invited Visiting Scholars: Full-time researchers affiliated with overseas universities and research institutions who are employed at the level of professor, associate professor, or lecturer, or who possess superior knowledge, abilities, or achievements in a specialized field that are deemed to be of value or interest by Rikkyo University.

Host Faculty Members: Full-time faculty members at Rikkyo University (excluding fixed-term faculty).

**3. Restrictions on Application**

- 1) Faculty members may accept only one Invited Visiting Scholar in an academic year.
- 2) Applicants who were Invited Visiting Scholars at Rikkyo in the previous academic year may not apply as candidates.
- 3) Faculty members who accepted Invited Visiting Scholars in the previous academic year may not apply as Host faculty members.

\* However, should there be an additional call for applications, restrictions 2) and 3) will not apply.

**4. Number of Applicants Accepted**

20 applicants

**5. Period of Stay**

No less than 7 days and no more than 1 month (31 days)

The period of stay must commence and finish during the period after April 1, 2021 and before March 31, 2022.

\* The stay may not extend into the following academic year.

## 6. Conditions of Appointment

Invited Visiting Scholars must conduct seminars, lectures, workshops, etc. in their academic field of specialization at least once a week during their time at Rikkyo University.

- \* Lectures with honorariums and lectures conducted outside Rikkyo University are not counted.
- \* Host faculty members need to carry out necessary university administrative procedures for holding various programs.

## 7. Compensation

### 1) Travel Expenses

- (1) Rikkyo will provide a round-trip economy class ticket from/to the international airport nearest to the Invited Visiting Scholar's affiliated institution, limited to a maximum one-way amount of 150,000 yen.
- (2) Rikkyo will also provide round-trip limousine bus fare between Narita/Haneda Airport and the Ikebukuro area.

### 2) Living Expenses (Stipend): 15,000 yen per day

In the case that the Invited Visiting Scholar requests to stay but lodging facilities on the Rikkyo campus are unavailable due to circumstances on the part of the University, Rikkyo will add a subsidy of 3,000 yen per day for outside housing.

- \* Rikkyo will not provide the cost of transportation between Ikebukuro and Niiza Campuses even for the Invited Visiting Scholar's activities.
- \* Rikkyo will not provide the cost of transportation for persons who take the Invited Visiting Scholar from/to airport.

## 8. How to Apply

The Host faculty member must submit the following application documents to the Research Initiative Center in person by the deadline after receiving approval (seal) from the host college, graduate school, or institute.

### 1) **Application Documents:**

#### (1) **Application for 2021 Academic Year "Invited Visiting Scholar Program"**

Host faculty members need to obtain the prescribed form from the Research Initiative Center's website and prepare the application. Individuals should pay close attention to the instructions for filling out the form.

#### (2) **Resume/CV**

Specific highlights of professional history and research history of the candidate for Invited Visiting Scholar. In preparing the CV, the applicant should focus on areas related to the goals of the visit and select from achievements contributed within the past five years. In the case that the CV is written in a language other than English or Japanese, a Japanese translation must be attached.

### 2) **Application Deadlines:**

**17:00 Monday, November 9, 2020 <Deadline must be strictly observed>**

## 9. Selections

After being screened, selections will be made by the “University-wide Research Aid Committee, Rikkyo University”.

## 10. Criteria for Selection

- Preference will be given to candidates and host faculty members who have not previously taken part in the Invited Visiting Scholar Program within a certain time frame (approximately within 5 years.)
- Preference will be given to candidates who are deemed to offer value or interest to Rikkyo University.
- Preference will be given to candidates who contribute to the conclusion of an academic agreement with Rikkyo University (including between colleges or between research institutes) or to the maintenance or enhancement of an existing agreement.
- Preference will be given to candidates who have interacted with Rikkyo University or host faculty members prior to use of the Invited Visiting Scholar Program.
- Effort will be made to ensure that no individual host college, graduate school, institute or candidate for Invited Visiting Scholars is unfairly favored over others (during an approximately 5-year period).

## 11. Decision of Acceptance/Rejection

Mid-December, 2020 (planned)

If the university needs to make the decision to suspend its invited visiting scholar program due to the occurrence of natural disasters, the spread of infectious disease or guidance from authorities, there is the possibility that payments would not be made to those whose application for invited visiting scholar status has been approved. Additionally, the university will not be able to cover living expenses incurred during a period of movement restriction following entry to Japan.

- \* Regardless of the number of successful applicants, a second call for applications (Application Deadline: Mid-April, Selection: Late May) will be issued. Details will be publicized on the Research Initiative Center’s website.

## 12. Invitation Procedures

Host faculty members must responsibly carry out procedures related to invitation of the Invited Visiting Scholar, make contact with him/her, and provide support during his/her stay, etc. Also Host faculty members must submit the “Implementation Plan of the 2021 Academic Year ‘Invited Visiting Scholar Program’” two weeks before arrival and the “Report of the 2021 Academic Year ‘Invited Visiting Scholar Program’” within one month after completion of the program.

The Research Initiative Center will arrange an air ticket, a lodging facility (\*in case the Invited Visiting Scholar requests a place in the University’s lodging facility), an ID, a library card, and a

Wi-Fi access ID for use on campus. A private research space will not be provided to Invited Visiting Scholars under the Invited Visiting Scholar Program.

- \* In the case that the University's lodging facilities are full, Ikebukuro Duplex Tower will be arranged as an alternative lodging. However, should the Duplex Tower also be full, the host faculty member should help the Invited Visiting Scholar to arrange lodging off campus.

### 13. Additional Notes

- 1) Rikkyo University's contribution to travel expenses cannot be combined with other research grants, etc. during the invitation period.
- 2) If Invited Visiting Scholars will be accompanied by family members, the passport details of all individuals need to be submitted to the university after the application for Invited Visiting Scholar status has been approved. Invited Visiting Scholars must cover any necessary expenses, such as airfares and living expenses, of any accompanying family members. Furthermore, Rikkyo may not be able to provide lodging for family members.
- 3) Any member of "University-wide Research Aid Committee, Rikkyo University" who applies for the program as a host faculty member needs to inform the Research Initiative Center when submitting the application.
- 4) Candidates for Invited Visiting Scholar status who intend to obtain technical skills (Design, Manufacturing, Specification) restricted under the Foreign Exchange and Foreign Trade Act need to obtain approval in advance from the Ministry of Economy, Trade and Industry. The Host faculty member should confirm the items below on the website of the Research Initiative Center:

1. Whether the candidate is affiliated with an institution on the End User List
2. Whether it is allowable for the candidate to pursue research related to restricted technical skills (Design, Manufacturing, Specification).

If any of these apply, it will be a condition of acceptance that the candidate not acquire restricted technical skills during the period as an Invited Visiting Scholar. If there are any concerns, advice should be sought from the Research Initiative Center prior to application.

※1 Export Control for National Security Handbook

<http://www3.rikkyo.ac.jp/research/initiative/export/handbook/>

※2 End User List <http://www3.rikkyo.ac.jp/research/initiative/export/>

#### ～Concerning Accommodation Facilities during Tokyo 2021 Olympics and Paralympics～

Around the dates of the 2021 Tokyo Olympics (July 23 to August 8) and Paralympics (August 24 to September 5), prices are expected to increase by up to triple at Duplex Tower, which is used to house visitors when Rikkyo University's own accommodation facilities are full. As it is expected to be difficult to secure accommodation, Host faculty members are advised to avoid inviting scholars during these periods.

## 14. Contact/Submitting Documents

Research Initiative Center

(2<sup>nd</sup> Floor of Building No. 12 at Ikebukuro Campus, 3<sup>rd</sup> Floor of Building No.6 at Niiza Campus)

Contact: Wakana MOMOSE (Ms.) / Megumi TANAKA(Ms.)

Tel: 03-3985-4674 (Ext. 4674) E-mail: [researcher@rikkyo.ac.jp](mailto:researcher@rikkyo.ac.jp)

International Academic Research Exchange Website:

<http://www.rikkyo.ac.jp/research/initiative/aid/interior/international/>

- \* In the case of discrepancies between the meanings or wordings of any translated version of this guideline, the meanings and wordings of the Japanese (original) version shall apply and prevail.